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(downloaded from http://www.d62.org/technology/techprofessionaldevelopment.html)

Keynote Competency Requirements

Participant's Name_____

Title of Presentation: _____

Standard or Objective the Presentation Addresses: _____

Presentation Topic should be picked from the following:
(Presentation topic must be approved by your site technology coordinator before starting.) Initials _____

- Content Area Lesson
- Professional Portfolio
- Presentations for Faculty Meetings, First Day of School, Vail Pride Day, Curriculum Night, etc…

You must complete all of the following requirements:

- ☐ Keynote Rubric completed (self-evaluation)
- ☐ Summarize all three professional articles.

Your Completed Keynote presentation must contain all of the following:

- ☐ Presentation should be in a theme appropriate for the intended audience
- ☐ A minimum of 8 slides (at least 3 different layouts and at least one custom layout)
- ☐ Slides will include clip art and photos
- ☐ Presentation will include a brief video clip downloaded from United Streaming, or obtained from some other source
- ☐ Each slide will have a transition that maintains a consistent flow in the presentation
- ☐ At least three slides must be animated in a way that enhances the information being presented.
- ☐ Slides will include at least one external hyperlink
- ☐ At least one slide will have a chart that was built using Keynote

_____ You have adequately met all requirements for creating a Keynote presentation.

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Keynote Rubric

Circle the description in each category that best describes your presentation. You **must score a 3 or better in each category** to successfully pass the Keynote competency. Presentations with category scores below 3 must be corrected and resubmitted until a 3 or better is achieved.

Category	4	3	2	1
Requirements	All requirements are met and exceeded.	All requirements are met.	One requirement was not completely met.	More than one requirement was not completely met.
Layout & Design	Makes excellent use of font, color, graphics, effects, etc. to enhance the presentation.	Makes good use of font, color, graphics, effects, etc. to enhance the presentation.	Makes use of font, color, graphics, effects, etc. but occasionally these detract from the presentation content.	Use of font, color, graphics, effects, etc. but these often distract from the presentation content.
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It is recommended that you look through the rubric, first, before working on your presentation. Use the rubric as a guide for helping you create an effective, relevant, and meaningful presentation.

Currently, the Vail schools are running the Keynote '08 version. The links below give information on how to use the Keynote '09 version. Please keep in mind that there may be some differences between the two versions.

For Basic Tutorials & Support Information, please check out:
http://www.apple.com/iwork/keynote
http://www.apple.com/support/keynote

Professional articles on presentation tips are also provided. These articles were written for Powerpoint, but the same principles apply to any presentation software. These articles have valuable tips that will help improve the quality of your work.

If you are not familiar with Keynote at all, it is highly recommended that you read through the Matt J. Fuller ***Keynote For Your Classroom*** tutorial. He does an effective job explaining the basics of Keynote and provides tips for making an effective presentation.

To find curriculum-related video clips to use in your presentation, go to https://www.ideal.azed.gov You must register before you can access this website. This service is free of charge to Arizona certified teachers. Once you are successfully logged on, click on ***Curriculum Resources*** and then ***Discovery Education Streaming*** to download videos. When downloading movies, Mac users should save them as **Quicktime** movies.

Article #1: What Annoys Audiences About PowerPoint Presentations?
By Dave Paradi, MBA, co-author of "Guide to PowerPoint"

Source: http://www.thinkoutsidetheslide.com/pptresults2005.htm

When you prepare to deliver your next PowerPoint presentation, your audience should be first on your list of considerations. Unfortunately, too many presenters annoy their audiences. An online survey of 688 people who regularly see PowerPoint presentations revealed the following top annoyances (item and what percentage of the respondents cited that item as one of their top three annoyances):

The speaker read the slides to us	62.0%
Text so small I couldn't read it	46.9%
Slides hard to see because of color choice	42.6%
Full sentences instead of bullet points	39.1%
Moving/flying text or graphics	24.8%
Overly complex diagrams or charts	22.2%

The top four annoying mistakes are the same as a similar survey done in 2003, suggesting that presenters are not getting much better at presenting clear information in an appealing manner.

The survey also asked for written comments in addition to the ranking and 415 people wrote in with additional ideas. The comments covered a wide range, but most common were three areas:

1. Delivery of PowerPoint Presentations

Many audience members wrote to comment on how the delivery of the PowerPoint presentation was a big problem. The areas of greatest concern were:

a) The use of PowerPoint when another communication method would have been better. Too many times it seems that PowerPoint is the default communication method and people have forgotten that a simple memo or one-on-one conversation would be much better.

b) The presenter is not familiar with how to deliver the presentation using the equipment. Comments cited the lack of knowledge of many presenters on how to smoothly start a presentation and keep the flow going during the presentation when using PowerPoint.

c) The presenter is not prepared to add to what the slides say. This seems to be caused by the presenter not knowing the topic well enough, or the mistaken use of PowerPoint as a teleprompter where the speech is read to the audience (echoing the top annoyance in the ranking).

2. Poor Slide Design

Even when the presenter is prepared and knowledgeable, poor design of the slides causes confusion among audience members. They focused on these areas as the ones of most concern:

a) Poor selection of colors and fonts make the slides hard to see. While a computer has the ability to produce millions of colors and hundreds of fonts, not all of them should be used together. Colors must have enough contrast to be seen and fonts need to be clear and simple in order to be read when projected. If the audience can't figure out what is being projected, the visuals are of no use.

b) Misuse of the Slide Master and Slide Layout leads to inconsistent appearance of slides during the presentation. Audiences are looking for consistency during the presentation in the look and basic layout of the slides. This makes it easier to follow the presentation. Too often they are guessing as to what the next slide will look like and forced to search on every slide for the relevant ideas.

c) Backgrounds should be clean and not distracting. Audiences find backgrounds that contain numerous graphics, symbols and text distract from the information that is supposed to be central to the slide. They also commented on how stark black on white slides are too bright and need some simple color and design to make them appealing.

3. Overuse of PowerPoint's features

Each version of PowerPoint seems to contain more and more features designed to make it easier to add flashy graphics, animation and multimedia to presentations. And too many presenters think that just because the feature is there, they should be using it. Audiences were clear that use of animation to entertain instead of inform or adding multimedia audio or video segments to show off the presenters talents were unnecessary and certainly took away from the message being presented.

Millions of Dollars Wasted on Annoying Audiences Each Year

The respondents to the survey were also asked how many presentations they see and how prevalent these annoying mistakes were.. Just over half of the respondents (54%) see 100 or more presentations per year, making them well qualified to identify how often these problems occur. And the news from this group of frequent presentation audience members is not good. One third of this group said that more than half of the presentations they see suffer from these annoying items and another third of this group said at least one in four presentations have annoying elements. This suggests that a significant percentage of the estimated 30 million PowerPoint presentations done each day fall in to the annoying category. An annoying presentation wastes the time of the people attending and causes enormous rework as ideas are not clearly communicated. This wasted time adds up to tens of millions of dollars each year. And this is money that can be saved by creating and delivering better PowerPoint presentations.

What Can Be Done?
Presenters need to focus on three things that will help them communicate more clearly when using PowerPoint:

1. Prepare a simple slide design with contrasting colors and clear fonts. Use a similar layout for each slide so that the presentation is consistent in appearance for the audience.

2. Simplify the content of your slides. Use less text, more graphics and try to do less on each slide. Keep the slides focused and the audience will be able to follow your message much better.

3. Prepare yourself for the presentation. Learn how to use the equipment and know your subject well enough that you presentation becomes a conversation with the audience instead of reciting a speech.

If you keep the audience as the central focus of your presentation, with a goal to clearly communicate with them, you can greatly improve your PowerPoint presentations.

Summarize what you learned from this article.

Article #2: Five Rules for Better PowerPoint Presentations

by Michael Hyatt

Source:http://www.michaelhyatt.com/workingsmart/2005/06/five_rules_for_.html

PowerPoint can be a wonderful tool if used correctly. It can also be a dangerous distraction that interferes with communication rather than facilitating it. In my role as President of Thomas Nelson, I sit through scores of presentations. Most of these are on PowerPoint. Most of them are done poorly.

I sometimes think the presenter would be more compelling if he would ditch the PowerPoint and just speak. Because of this, I've even thought of outlawing PowerPoint in our company. But alas, PowerPoint has become a staple of corporate life. It is the ubiquitous prop that attends every presentation.

So if we can't outlaw it, at least we can regulate it and, hopefully, try to improve it. Here are my five rules for making more effective PowerPoint presentations.

Rule #1: Don't give PowerPoint center stage.
This is the biggest mistake I see speakers make. They forget that PowerPoint is a tool designed to augment their presentation not be their presentation. You are the presenter. You are the focus. Not your slides. Not your props. And not your handouts. You are in the lead role and you need to retain that role. No amount of "razzle dazzle" can overcome a weak presentation. If you don't do your job, PowerPoint can't save you. It only makes a bad presentation worse.

Rule #2: Create a logical flow to your presentation.
Better yet, tell a story. (See Cliff Atkinson's Beyond Bullet Points.) The absolute last thing you want to do is turn your presentation into a random assortment of bulleted lists, which is what often happens when PowerPoint is involved. There must be a flow. Start with a good outlining program (e.g., I use OmniOutliner) or just use the one built-into Microsoft Word. Tell them what you are going to tell them, tell them, then tell them what you told them. If people understand where you are going to take them, they can relax and enjoy the ride. If they don't, they will be distracted and frustrated.

Rule #3: Make your presentation readable.
I constantly ask myself, why is this so difficult? Memorize this sentence: "If people can't read my slides from the back of the room, my type is too small." Now repeat it over and over again while you create your slides. If people are squinting during your presentation, trying to make out what's on the slide, you have lost your audience. In my experience you must use at least 30-point type. Obviously, it depends on the size of the room, the size of the screen, etc. This is precisely why you can't afford to leave this to chance. You must test your slides and make certain they are readable.

In Really Bad PowerPoint (And How to Avoid It), Seth Godin also sets forth five PowerPoint rules. In the first one he says, "No more than six words on a slide. EVER." I think this is too extreme, but you get the idea. The more words you use, the less readable they become. I have made some really effective presentations with no more than a word or two per slide. It can be done.

Here are some other things to remember regarding text:

• Avoid paragraphs or long blocks of text. If you really, really must use a paragraph, then whittle it down to the bare essentials. Use an excerpt—a couple of sentences. Emphasize the important words. Put the text block by itself on a single slide.

• Use appropriate fonts. I recommend a sans serif font for titles (e.g., Arial, Verdana, Helvetica, etc.) and a serif font for bullets or body text (e.g., Times New Roman, Garamond, Goudy, Palatino, etc.). Most books are typeset this way because it make them more readable. The serifs help you recognize the characters (and thus the words) faster. It makes the text more readable. It's also customary to use san serif fonts for chart labels.

• Avoid detailed reports. If you need to include a report in your presentation, hand it out. Don't force people to try to read a ledger printout on a slide. It's maddening! If you must show a report, use it as a picture and then use a "call out" to emphasize the part of the report you want people to focus on.

• Avoid "title capitalization" unless (duh!) it's a title. Sentence capitalization is much easier to read. For example, "Sales are up 100% in the southeast region" is easier than "Sales Are Up 100% In The Southeast Region." This is especially true when you have numerous bullet points.

Rule #4: Remember, less is more.
Fancy slide transitions and fly-ins get old quickly. I strongly recommend that you keep things simple. A basic dissolve from one slide to another is sufficient. Have all your bullets appear at once rather than one at a time. Avoid sound effects—they serve no other purpose than annoying the audience and distracting them from your presentation. And finally, cut down the number of slides. You don't need a transcript of your speech with every point and sub-point! People are only going to remember the major points any way.

Rule #5: Distribute a handout.
For those who like to take notes, they can take them right on the handout. It also keeps people from getting frustrated when they can't write down what is on every slide. Again, you don't want people to get distracted and tune you out. In my experience, a handout helps them stay focused on you.

Finally, I would encourage you to hone your PowerPoint skills like you would any other essential business skill. The more you work at it, the better you will get. And the better you get the more compelling your presentations will become. If you haven't done so already, you might want to start with my list of PowerPoint resources.

Summarize what you learned from this article.

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Use the back of this page if you need more room to write.

Article #3: Presentation Skills

Source: http://www.presentationhelper.co.uk/Essential_presentation_skills_1_using%20visuals.htm

Presentation Skills: Use Visual Aids

One of the most powerful things that you can do to your presentation is to add in visual aids. Research shows that if you use visual aids you are twice as likely to achieve your objectives. Ditch the bullet points - use pictures instead. Use visual aids in your next presentation.

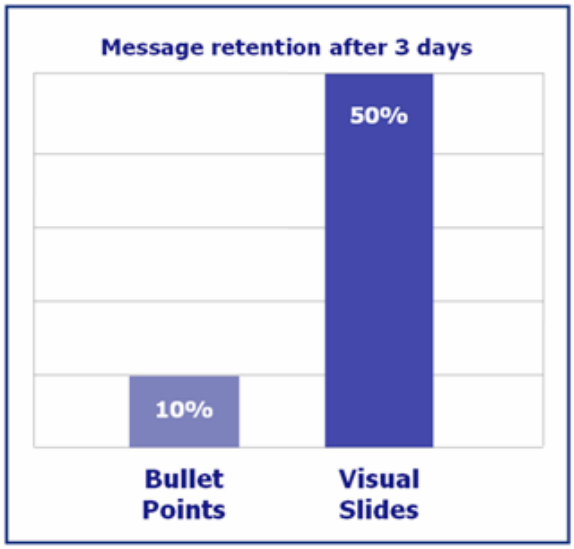
Why should you use visual aids?

1. How we take in information during a presentation

Professor Albert Mehrabian did a lot of research into how we take in information during a presentation. He concluded that 55% of the information we take in is visual and only 7% is text.
There are some important conclusions that we can take in from this information

1. Use visuals (pictures, graphs, tables, props) whenever you can
2. In a speech you are only using 38% of the communication medium
3. Ditch the bullet points

2. Making the presentation memorable

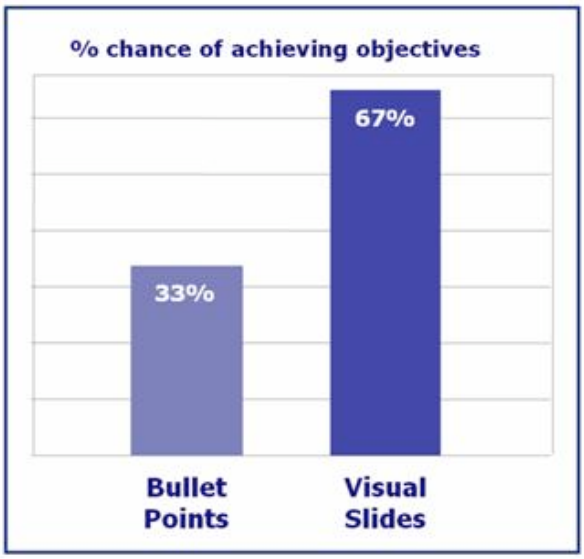


In a Study at the Wharton Research Centre they showed that using visual slides had a dramatic effect on message retention. The effect of using visuals is truly staggering!

The old adage that "a picture is worth a thousand words" is as true today as it has always been.

3. Achieving your objectives

If I said that I could double your chances of achieving your objectives in a presentation with just one piece of advice you would probably be very skeptical. And yet if you use visual images that is just what happens.



This study by Decker Communications showed that by using visuals in your presentation you could expect roughly to double the chance of achieving your objectives. And if you are trying to make a sales presentation or a job interview presentation, this piece of advice could have a major impact on your bank balance.

Presentation Skills 2. Rehearsal

We see no end of people who spend hours pouring over their bullet points but fail to rehearse properly for the presentation. The old adage is as true now as it has always been. "If you fail to prepare, you are prepared to fail"

Rehearse your presentation and it will get better.

Sorry to sound like a bit of an old nag. It's obvious - rehearsing - isn't it? But it's also a bit of a drag and one that is easy to forget. It is probably the most common mistake of all presentations that I have seen.

The impact of inadequate rehearsal on the audience

You wouldn't dream of going to see a Shakespeare play at the RSC only to find that they hadn't properly learnt the script. You wouldn't dream of going to the opera to hear the band play out of time because they hadn't got round to rehearsing properly. Yet in presentations and in speeches we see this happening all the time.

Rehearsing could make the difference between a good and an average presentation.

1. Plan to rehearse your presentation out loud at least 4 times.

We suggest that you should rehearse at least four times, and if you can get word perfect so much the better. I know that you haven't got the time, but we have seen so many presentations that have been let down due to a lack of rehearsal.

Make sure that one of your rehearsals is in front of a really scary audience - family, friends, partners, colleagues; children. They will tell you quite plainly where you are going wrong - as well as providing you with the support that you need.

2. Rehearse against the clock

If you have to give a presentation in a short period of time then try to practice your presentation against the clock. This is particularly true with something like the five minute job presentation. You can add in parts from the script or take them out to fit the time. Allow

extra time in your presentation for questions and watch out for nerves - this could mean that you talk faster on the day.

In the actual presentation you could take in a clock or take off your wrist watch and put it on the podium. This way you can see how the timings can develop.

3. Take a leaf out of Winston Churchill's book - memorize your script.

He is widely attributed as being one of the great speakers. It took him six weeks to prepare his Maiden Speech in the House of Commons and he learnt it word perfect.

4. Video or tape record yourself

A very simple trick that could help you with your performance is to video or tape record yourself. This will give you some immediate feedback and will enable you to fine tune your performance.

Presentation Skills 3. The Rule of Three

This is one of the oldest of all the presentation techniques - known about since the time of Aristotle. People tend to remember lists of three things. Structure your presentation around threes and it will become more memorable.

The Rule of Three - We remember three things.

The rule of three is one of the oldest in the book - Aristotle wrote about it in his book Rhetoric. Put simply it is that people tend to easily remember three things.

Remember as a kid when your mum sent you down to the shop to buy a number of things. But when you got to the shop all you could remember were three things. This is the rule of three.

Odds are that people will only remember three things from your presentation. What will they be?

1. The audience are likely to remember only three things from your presentation - plan in advance what these will be.

Believe it or not, the chances are, people will only remember three things from your presentation. So before you start writing your presentation, plan what your three key messages will be. Once you have these messages, structure the main part of your

presentation around these three key themes and look at how they could be better illustrated.

2. There are three parts to your presentation

The beginning, the middle and the end. Start to plan out what you will do in these three parts. The beginning is ideal for an attention grabber or for an ice breaker. The end is great to wrap things up or to end with a grand finale.

3. Use lists of three wherever you can in your presentation

Lists of three have been used from early times up to the present day. They are particularly used by politicians and advertisers who know the value of using the rule of three to sell their ideas.

Veni, Vidi, Vici (I came, I saw, I conquered) - Julius Caesar**
"Friends, Romans, Countrymen lend me your ears" - William Shakespeare
"Our priorities are Education, Education, Education" - Tony Blair
A Mars a day helps you to work, rest and play - Advertising slogan
Stop, look and listen - Public safety announcement

A classic example of the rule of three was Winston Churchill's famous Blood, Sweat and Tears speech. He is widely attributed as saying I can promise you nothing but blood sweat and tears. What he actually said was "I can promise you Blood, Sweat, Toil and Tears". Because of the rule of three we simply remember it as Blood sweat and tears.

4. In Presentations "Less is More"

If you have four points to get across - cut one out. They won't remember it anyway. In presentations less really is more. No one ever complained of a presentation being too short.

Summarize what you learned from this article.

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To find curriculum-related video clips to use in your presentation, go to https://www.ideal.azed.gov You must register before you can access this website. This service is free of charge to Arizona certified teachers. Once you are successfully logged on, click on ***Curriculum Resources*** and then ***Discovery Education Streaming*** to download videos. When downloading movies, Mac users should save them as **Quicktime** movies.

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1. Delivery of PowerPoint Presentations

Many audience members wrote to comment on how the delivery of the PowerPoint presentation was a big problem. The areas of greatest concern were:

a) The use of PowerPoint when another communication method would have been better. Too many times it seems that PowerPoint is the default communication method and people have forgotten that a simple memo or one-on-one conversation would be much better.

b) The presenter is not familiar with how to deliver the presentation using the equipment. Comments cited the lack of knowledge of many presenters on how to smoothly start a presentation and keep the flow going during the presentation when using PowerPoint.

c) The presenter is not prepared to add to what the slides say. This seems to be caused by the presenter not knowing the topic well enough, or the mistaken use of PowerPoint as a teleprompter where the speech is read to the audience (echoing the top annoyance in the ranking).

2. Poor Slide Design

Even when the presenter is prepared and knowledgeable, poor design of the slides causes confusion among audience members. They focused on these areas as the ones of most concern:

a) Poor selection of colors and fonts make the slides hard to see. While a computer has the ability to produce millions of colors and hundreds of fonts, not all of them should be used together. Colors must have enough contrast to be seen and fonts need to be clear and simple in order to be read when projected. If the audience can't figure out what is being projected, the visuals are of no use.

b) Misuse of the Slide Master and Slide Layout leads to inconsistent appearance of slides during the presentation. Audiences are looking for consistency during the presentation in the look and basic layout of the slides. This makes it easier to follow the presentation. Too often they are guessing as to what the next slide will look like and forced to search on every slide for the relevant ideas.

c) Backgrounds should be clean and not distracting. Audiences find backgrounds that contain numerous graphics, symbols and text distract from the information that is supposed to be central to the slide. They also commented on how stark black on white slides are too bright and need some simple color and design to make them appealing.

3. Overuse of PowerPoint's features

Each version of PowerPoint seems to contain more and more features designed to make it easier to add flashy graphics, animation and multimedia to presentations. And too many presenters think that just because the feature is there, they should be using it. Audiences were clear that use of animation to entertain instead of inform or adding multimedia audio or video segments to show off the presenters talents were unnecessary and certainly took away from the message being presented.

Millions of Dollars Wasted on Annoying Audiences Each Year

The respondents to the survey were also asked how many presentations they see and how prevalent these annoying mistakes were.. Just over half of the respondents (54%) see 100 or more presentations per year, making them well qualified to identify how often these problems occur. And the news from this group of frequent presentation audience members is not good. One third of this group said that more than half of the presentations they see suffer from these annoying items and another third of this group said at least one in four presentations have annoying elements. This suggests that a significant percentage of the estimated 30 million PowerPoint presentations done each day fall in to the annoying category. An annoying presentation wastes the time of the people attending and causes enormous rework as ideas are not clearly communicated. This wasted time adds up to tens of millions of dollars each year. And this is money that can be saved by creating and delivering better PowerPoint presentations.

What Can Be Done?
Presenters need to focus on three things that will help them communicate more clearly when using PowerPoint:

1. Prepare a simple slide design with contrasting colors and clear fonts. Use a similar layout for each slide so that the presentation is consistent in appearance for the audience.

2. Simplify the content of your slides. Use less text, more graphics and try to do less on each slide. Keep the slides focused and the audience will be able to follow your message much better.

3. Prepare yourself for the presentation. Learn how to use the equipment and know your subject well enough that you presentation becomes a conversation with the audience instead of reciting a speech.

If you keep the audience as the central focus of your presentation, with a goal to clearly communicate with them, you can greatly improve your PowerPoint presentations.

Summarize what you learned from this article.

Article #2: Five Rules for Better PowerPoint Presentations

by Michael Hyatt

Source:http://www.michaelhyatt.com/workingsmart/2005/06/five_rules_for_.html

PowerPoint can be a wonderful tool if used correctly. It can also be a dangerous distraction that interferes with communication rather than facilitating it. In my role as President of Thomas Nelson, I sit through scores of presentations. Most of these are on PowerPoint. Most of them are done poorly.

I sometimes think the presenter would be more compelling if he would ditch the PowerPoint and just speak. Because of this, I've even thought of outlawing PowerPoint in our company. But alas, PowerPoint has become a staple of corporate life. It is the ubiquitous prop that attends every presentation.

So if we can't outlaw it, at least we can regulate it and, hopefully, try to improve it. Here are my five rules for making more effective PowerPoint presentations.

Rule #1: Don't give PowerPoint center stage.
This is the biggest mistake I see speakers make. They forget that PowerPoint is a tool designed to augment their presentation not be their presentation. You are the presenter. You are the focus. Not your slides. Not your props. And not your handouts. You are in the lead role and you need to retain that role. No amount of "razzle dazzle" can overcome a weak presentation. If you don't do your job, PowerPoint can't save you. It only makes a bad presentation worse.

Rule #2: Create a logical flow to your presentation.
Better yet, tell a story. (See Cliff Atkinson's Beyond Bullet Points.) The absolute last thing you want to do is turn your presentation into a random assortment of bulleted lists, which is what often happens when PowerPoint is involved. There must be a flow. Start with a good outlining program (e.g., I use OmniOutliner) or just use the one built-into Microsoft Word. Tell them what you are going to tell them, tell them, then tell them what you told them. If people understand where you are going to take them, they can relax and enjoy the ride. If they don't, they will be distracted and frustrated.

Rule #3: Make your presentation readable.
I constantly ask myself, why is this so difficult? Memorize this sentence: "If people can't read my slides from the back of the room, my type is too small." Now repeat it over and over again while you create your slides. If people are squinting during your presentation, trying to make out what's on the slide, you have lost your audience. In my experience you must use at least 30-point type. Obviously, it depends on the size of the room, the size of the screen, etc. This is precisely why you can't afford to leave this to chance. You must test your slides and make certain they are readable.

In Really Bad PowerPoint (And How to Avoid It), Seth Godin also sets forth five PowerPoint rules. In the first one he says, "No more than six words on a slide. EVER." I think this is too extreme, but you get the idea. The more words you use, the less readable they become. I have made some really effective presentations with no more than a word or two per slide. It can be done.

Here are some other things to remember regarding text:

• Avoid paragraphs or long blocks of text. If you really, really must use a paragraph, then whittle it down to the bare essentials. Use an excerpt—a couple of sentences. Emphasize the important words. Put the text block by itself on a single slide.

• Use appropriate fonts. I recommend a sans serif font for titles (e.g., Arial, Verdana, Helvetica, etc.) and a serif font for bullets or body text (e.g., Times New Roman, Garamond, Goudy, Palatino, etc.). Most books are typeset this way because it make them more readable. The serifs help you recognize the characters (and thus the words) faster. It makes the text more readable. It's also customary to use san serif fonts for chart labels.

• Avoid detailed reports. If you need to include a report in your presentation, hand it out. Don't force people to try to read a ledger printout on a slide. It's maddening! If you must show a report, use it as a picture and then use a "call out" to emphasize the part of the report you want people to focus on.

• Avoid "title capitalization" unless (duh!) it's a title. Sentence capitalization is much easier to read. For example, "Sales are up 100% in the southeast region" is easier than "Sales Are Up 100% In The Southeast Region." This is especially true when you have numerous bullet points.

Rule #4: Remember, less is more.
Fancy slide transitions and fly-ins get old quickly. I strongly recommend that you keep things simple. A basic dissolve from one slide to another is sufficient. Have all your bullets appear at once rather than one at a time. Avoid sound effects—they serve no other purpose than annoying the audience and distracting them from your presentation. And finally, cut down the number of slides. You don't need a transcript of your speech with every point and sub-point! People are only going to remember the major points any way.

Rule #5: Distribute a handout.
For those who like to take notes, they can take them right on the handout. It also keeps people from getting frustrated when they can't write down what is on every slide. Again, you don't want people to get distracted and tune you out. In my experience, a handout helps them stay focused on you.

Finally, I would encourage you to hone your PowerPoint skills like you would any other essential business skill. The more you work at it, the better you will get. And the better you get the more compelling your presentations will become. If you haven't done so already, you might want to start with my list of PowerPoint resources.

Summarize what you learned from this article.

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Use the back of this page if you need more room to write.

Article #3: Presentation Skills

Source: http://www.presentationhelper.co.uk/Essential_presentation_skills_1_using%20visuals.htm

Presentation Skills: Use Visual Aids

One of the most powerful things that you can do to your presentation is to add in visual aids. Research shows that if you use visual aids you are twice as likely to achieve your objectives. Ditch the bullet points - use pictures instead. Use visual aids in your next presentation.

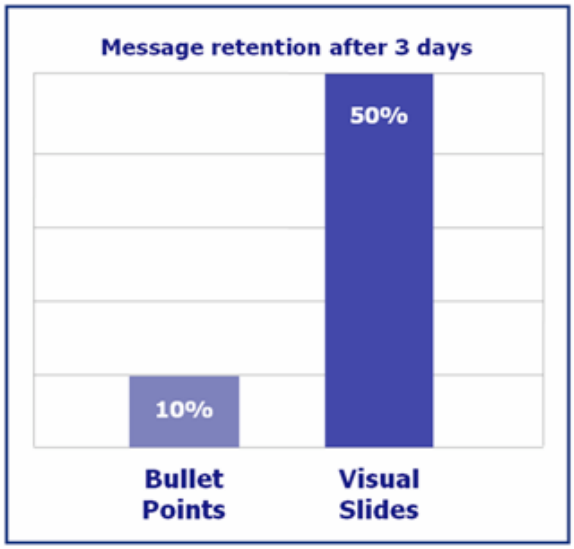
Why should you use visual aids?

1. How we take in information during a presentation

Professor Albert Mehrabian did a lot of research into how we take in information during a presentation. He concluded that 55% of the information we take in is visual and only 7% is text.
There are some important conclusions that we can take in from this information

1. Use visuals (pictures, graphs, tables, props) whenever you can
2. In a speech you are only using 38% of the communication medium
3. Ditch the bullet points

2. Making the presentation memorable

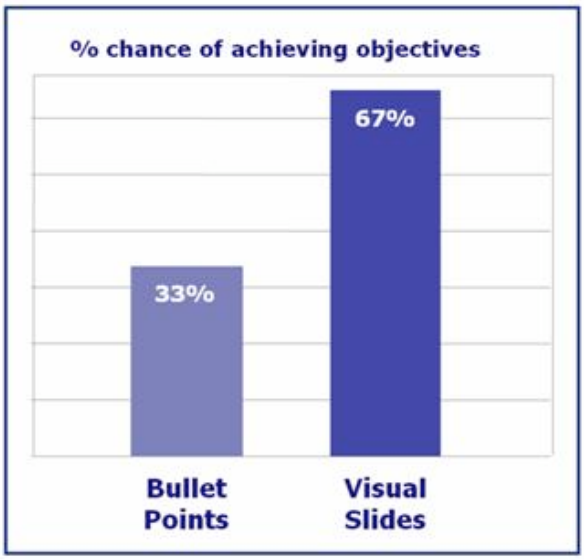


In a Study at the Wharton Research Centre they showed that using visual slides had a dramatic effect on message retention. The effect of using visuals is truly staggering!

The old adage that "a picture is worth a thousand words" is as true today as it has always been.

3. Achieving your objectives

If I said that I could double your chances of achieving your objectives in a presentation with just one piece of advice you would probably be very skeptical. And yet if you use visual images that is just what happens.



This study by Decker Communications showed that by using visuals in your presentation you could expect roughly to double the chance of achieving your objectives. And if you are trying to make a sales presentation or a job interview presentation, this piece of advice could have a major impact on your bank balance.

Presentation Skills 2. Rehearsal

We see no end of people who spend hours pouring over their bullet points but fail to rehearse properly for the presentation. The old adage is as true now as it has always been. "If you fail to prepare, you are prepared to fail"

Rehearse your presentation and it will get better.

Sorry to sound like a bit of an old nag. It's obvious - rehearsing - isn't it? But it's also a bit of a drag and one that is easy to forget. It is probably the most common mistake of all presentations that I have seen.

The impact of inadequate rehearsal on the audience

You wouldn't dream of going to see a Shakespeare play at the RSC only to find that they hadn't properly learnt the script. You wouldn't dream of going to the opera to hear the band play out of time because they hadn't got round to rehearsing properly. Yet in presentations and in speeches we see this happening all the time.

Rehearsing could make the difference between a good and an average presentation.

1. Plan to rehearse your presentation out loud at least 4 times.

We suggest that you should rehearse at least four times, and if you can get word perfect so much the better. I know that you haven't got the time, but we have seen so many presentations that have been let down due to a lack of rehearsal.

Make sure that one of your rehearsals is in front of a really scary audience - family, friends, partners, colleagues; children. They will tell you quite plainly where you are going wrong - as well as providing you with the support that you need.

2. Rehearse against the clock

If you have to give a presentation in a short period of time then try to practice your presentation against the clock. This is particularly true with something like the five minute job presentation. You can add in parts from the script or take them out to fit the time. Allow

extra time in your presentation for questions and watch out for nerves - this could mean that you talk faster on the day.

In the actual presentation you could take in a clock or take off your wrist watch and put it on the podium. This way you can see how the timings can develop.

3. Take a leaf out of Winston Churchill's book - memorize your script.

He is widely attributed as being one of the great speakers. It took him six weeks to prepare his Maiden Speech in the House of Commons and he learnt it word perfect.

4. Video or tape record yourself

A very simple trick that could help you with your performance is to video or tape record yourself. This will give you some immediate feedback and will enable you to fine tune your performance.

Presentation Skills 3. The Rule of Three

This is one of the oldest of all the presentation techniques - known about since the time of Aristotle. People tend to remember lists of three things. Structure your presentation around threes and it will become more memorable.

The Rule of Three - We remember three things.

The rule of three is one of the oldest in the book - Aristotle wrote about it in his book Rhetoric. Put simply it is that people tend to easily remember three things.

Remember as a kid when your mum sent you down to the shop to buy a number of things. But when you got to the shop all you could remember were three things. This is the rule of three.

Odds are that people will only remember three things from your presentation. What will they be?

1. The audience are likely to remember only three things from your presentation - plan in advance what these will be.

Believe it or not, the chances are, people will only remember three things from your presentation. So before you start writing your presentation, plan what your three key messages will be. Once you have these messages, structure the main part of your

presentation around these three key themes and look at how they could be better illustrated.

2. There are three parts to your presentation

The beginning, the middle and the end. Start to plan out what you will do in these three parts. The beginning is ideal for an attention grabber or for an ice breaker. The end is great to wrap things up or to end with a grand finale.

3. Use lists of three wherever you can in your presentation

Lists of three have been used from early times up to the present day. They are particularly used by politicians and advertisers who know the value of using the rule of three to sell their ideas.

Veni, Vidi, Vici (I came, I saw, I conquered) - Julius Caesar**
"Friends, Romans, Countrymen lend me your ears" - William Shakespeare
"Our priorities are Education, Education, Education" - Tony Blair
A Mars a day helps you to work, rest and play - Advertising slogan
Stop, look and listen - Public safety announcement

A classic example of the rule of three was Winston Churchill's famous Blood, Sweat and Tears speech. He is widely attributed as saying I can promise you nothing but blood sweat and tears. What he actually said was "I can promise you Blood, Sweat, Toil and Tears". Because of the rule of three we simply remember it as Blood sweat and tears.

4. In Presentations "Less is More"

If you have four points to get across - cut one out. They won't remember it anyway. In presentations less really is more. No one ever complained of a presentation being too short.

Summarize what you learned from this article.

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Use the back if you need more room to write.

Keynote for Your Classroom

Matt J. Fuller • March 1, 2007 • Keynote 3

publication version 1

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Using Keynote in Your Classroom
Matt J. Fuller
March 2007

Introduction

Keynote is a simple, but powerful presentation application that allows teachers and students to create presentation visuals and self-running kiosk-type displays. Pre-designed templates are built in to *Keynote* to make presentation design quick and easy. One of the reasons *Keynote* is easy to use is because it uses similar sets of tools as *Pages* and the iLife applications (*iWeb, iMovie, iPhoto, iDVD, and GarageBand*). Knowledge of any of these Apple applications will help you become better familiar with the others. Thus, working with *Keynote* will directly benefit your abilities in continuing to integrate technology into your lesson planning and delivery.

Sequence

Before beginning this or any type of multimedia presentation, it is important to plan your presentation. The first section in this guide presents a simple, three-step checklist for planning.

When creating presentation visuals using any presentation application, it is important to remember that a visual's function is to SUPPORT a presentation, not take the place of it. This guide introduces presentation tips that are useful for both teachers and students to learn before beginning a presentation.

Next, a brief lesson in font selection is offered. This section will discuss some basic ideas in visual literacy and conventions to help presenters effectively convey their message.

The remainder and majority of this guide will teach you the basics of *Keynote* to create a linear multimedia presentation. The purpose of this guide is to get you started using *Keynote*. This guide will NOT teach every feature of *Keynote*. Most users will not need the majority of features that are available. This guide is written in the most concise manner possible.

Learning Styles

Using *Keynote* is a cumulative skill activity. This guide attempts to establish a sequence that builds upon basic skills and progresses to more advanced skills. However, everyone's learning style is different. Thus, some users will prefer a very linear approach to learning this material the first time and then use the manual as a "refresher" thereafter. Other users may wish to "jump right in" and begin working, using this manual as a reference guide when they feel they need it.

Plan

1. Plan your presentation content:
   - Who is your audience?
   - write an outline
   - write speaker notes
   - use a past presentation as a guide
   - at minimum...plan it in your mind

District 62
serves over 4,600 students (2005 Illinois District Report Card)
8 elementary schools (K-5)
2 middle schools (6-8)
1 year-round school of choice (K-8)
District 62 Schools
Algonquin Middle School
Central Elementary
Chippewa Middle School
Cumberland Elementary
Forest Elementary
Iroquois Community School
North Elementary
Orchard Place Elementary
Plainfield Elementary
South Elementary
Terrace Elementary
District 62 Certified Teachers
324 Certified Teachers
average of 11.3 years experience (the Illinois state average is 13.6 years)
49.3% Teachers have a Master's degree of above
50.7% of our teachers have a Bachelor's degree
District 62 Classes
Student - Teacher Ratio = 18.3 : 1 (entire state is 16.9 : 1)
Lower class sizes in primary grades (17.6 : 1 in Kindergarten)
Higher class sizes in middle schools (26.9 : 1 in Grade 8)
District 62 Students
33% of students qualify for low-income services (entire state is 40%)
23.1% of students are Limited-English-proficient and are eligible for bilingual education (entire state is 6.6%)
District 62 Revenue
Majority of revenue is from local property taxes
Equalized Assessed Valuation (EAV) is $1.58 billion
Total operating budget is $45.2 million
Local funding accounts for approximately 84.4% of the total budget.
Funding from state sources is $4.9 million, representing 10.9% of the district's total budget
Federal revenues are $2.1 million which represents 4.7% of the total budget.

2. Gather content in digital form.

   Keynote allows you to work with the following file types:
   - .jpg and .png (Internet graphics)
   - digital photos (usually .jpg)
   - scans (.jpg or .tif)
   - *Photoshop* files (.psd and others)
   - PDFs (.pdf)
   - word processor files (to copy and paste)
   - movies (.mov, .mpg, .m4v, and others)

3. Remember...YOU are the presentation.

   Keynote is the VISUAL AID.

Presentation Tips

Adapted from:
Ethan Becker, Senior Coach; Speech Improvement Company, Boston, MA
www.speechimprovement.com

1. Synchronization

   Be IN SYNCH with your visual aids.

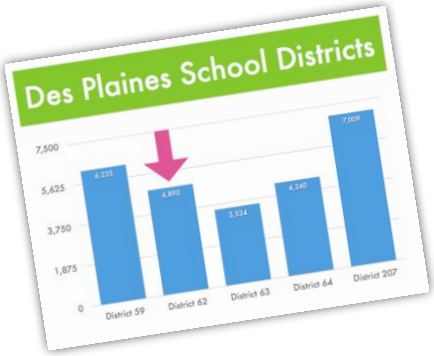
   "They don't see it until you say it."

   Don't put it *all* on the slide!

2. Intro, set up, show it.

   Example:
   "I'm going to show a graph of math test score results. Look at the green bar in the center which represents our progress over four years." Highlight an area of a graph.

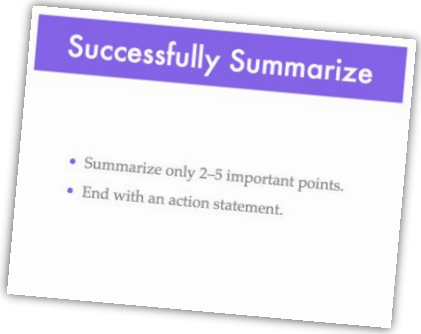
   Example:
   For text with bullet points: introduce idea first, then make it appear.



3. Summarize with action!

   Only summarize the **most** important points (2-5).

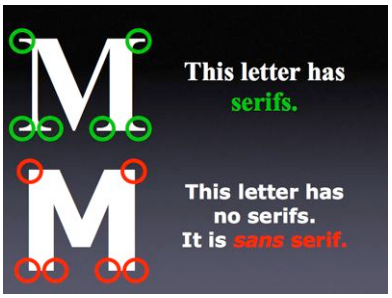
   Action statement: What should they do?
   "Consider this information when you make your decision."



Fonts in Presentations

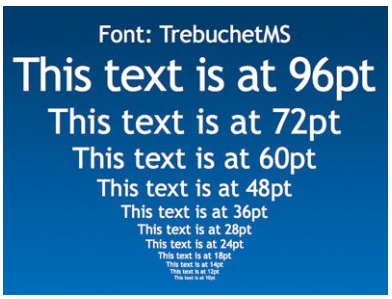
Adapted from:
Presentations Magazine, February 2004,
"Top 10 Font Rules for Electronic Slides"
Julie Hill, Managing Editor of *Presentations*

1. Sans serif fonts are generally easier to read in presentations.



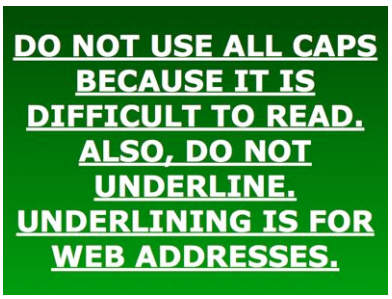
2. Size fonts according to your presenting environment.

   - 36 or more for title
   - no less than 24 for body text


Font: TrebuchetMS
This text is at 96pt
This text is at 72pt
This text is at 60pt
This text is at 48pt
This text is at 36pt
This text is at 28pt
This text is at 24pt
This text is at 18pt

3. DO NOT USE ALL CAPS; do not underline.

   - all caps reduces readability
   - underlining is for URLs (web addresses)



4. Consider color carefully.

   - When color values are similar, colors "vibrate."
   - Contrast and readability are most important.

5. Less is more.

   Don't let your message get lost in clutter.

Don't let your message get lost in the clutter of extraneous points and ideas.
Packing your slide with text makes it difficult to determine your main idea.
Graphics are only a good idea if they add something to your point.
Less is more.

Keynote Basics

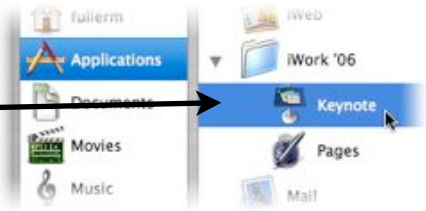
Launch *Keynote*

NOTE
Keynote is part of Apple's iWork suite of applications.

- To open *Keynote*, click the **Keynote** icon in the Dock (if present).

  or

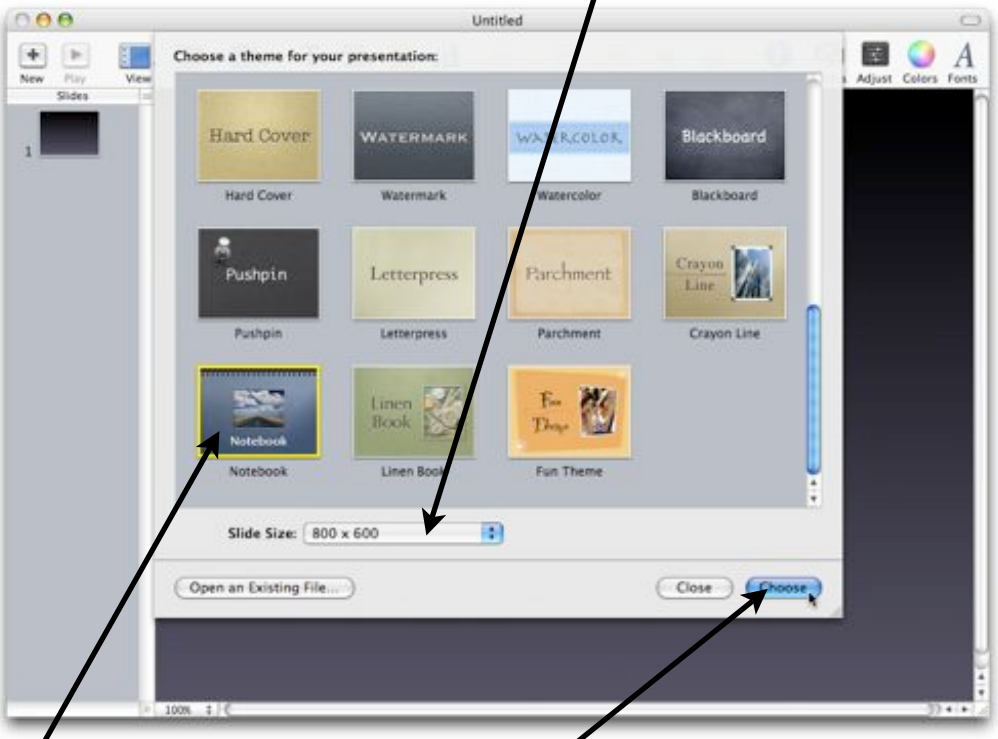
- Double-click the **Keynote** icon, located in the iWork folder in the Applications folder on the Macintosh HD.



Presentation Setup

1. Select a **Slide Size**.

   If working on a small screen, select **800 x 600**.
   On larger screens, select **1024 x 768**.



2. Click a **Theme** to select it and click **Choose**.

User Interface

The *Keynote* interface has three sections. Locate the sections shown below. You will notice that in *Keynote*, you will seldom (if ever) pull down menus from the menu bar across the top of the screen. All basic *Keynote* functions are accessible using the Toolbar.

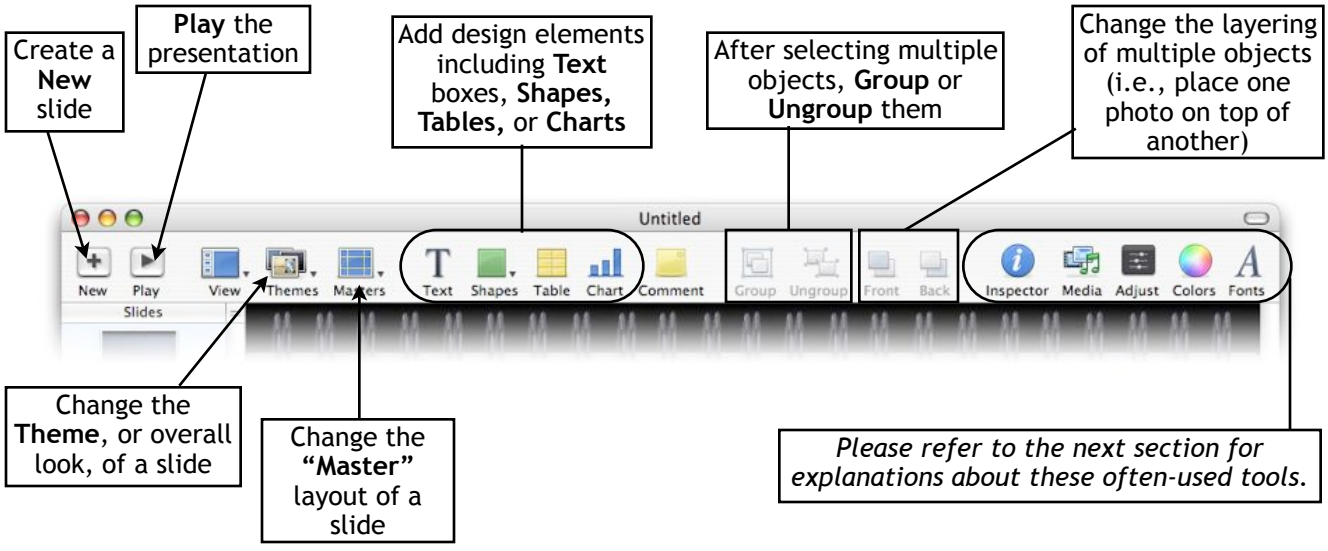
1. **Toolbar** Contains all of *Keynote's* tools.

2. **Slide Navigator** Sort and order slides.

3. **Slide Canvas**
   Design slides.

The Toolbar: Basic Tools

Notice the functions that are available on the toolbar.



The Toolbar: Advanced Tools

Inspector
The most often-used tool, the **Inspector** is a palette that allows you to change attributes of objects you select. The **Inspectors** you will likely use most often are:

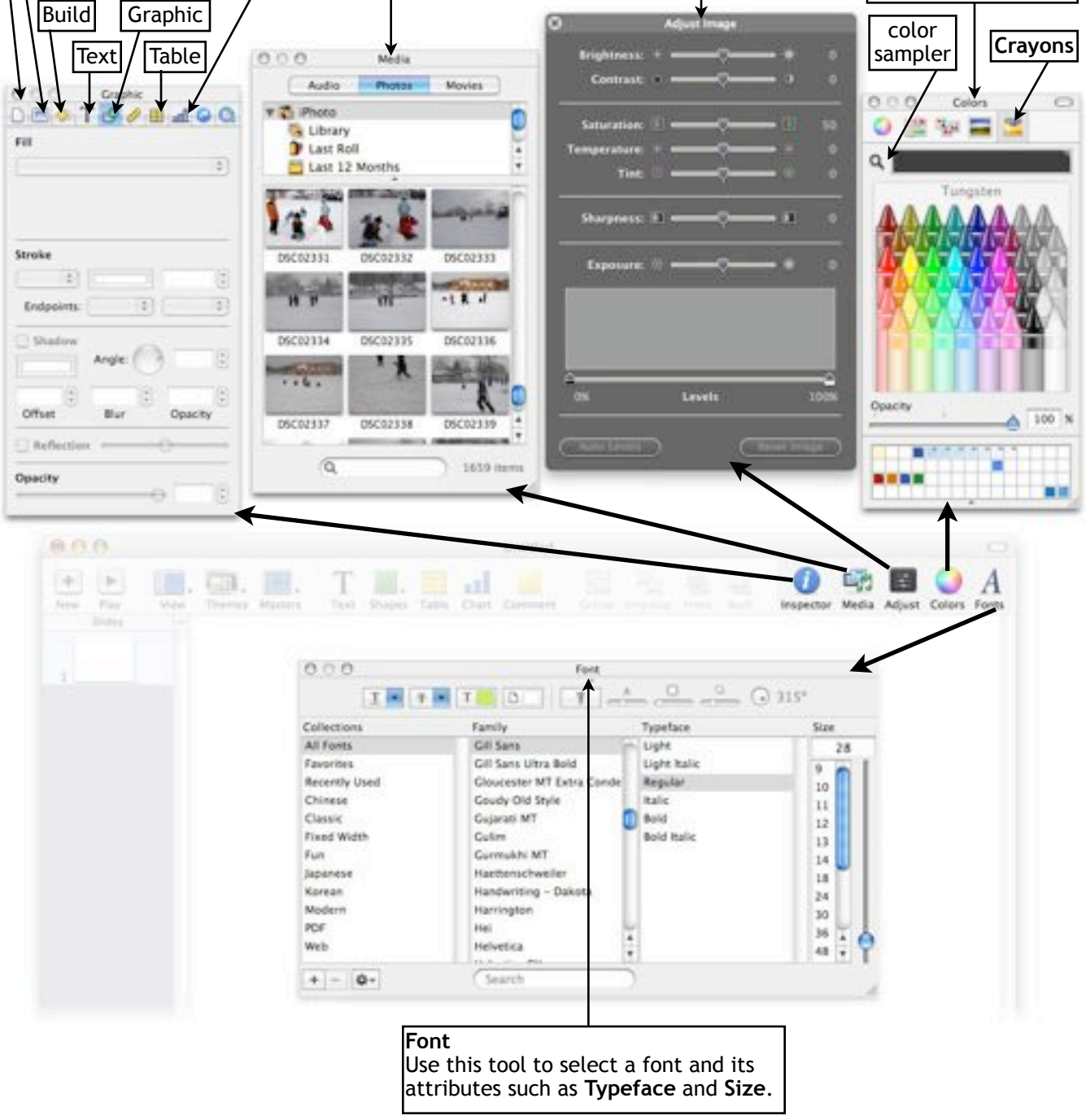
Slide
Build
Graphic
Chart
Text
Table

Media
The **Media** tool allows you to easily access and add *iTunes* **Audio**, *iPhoto* **Photos**, and *iMovie* **Movies** using the three tabs across the top of the toolbox.

Adjust Image
With a photo selected, you may adjust its settings. You may recognize this tool from *iPhoto*.

Colors
The **Colors** tool is and advanced color picking tool that allows you select colors using several methods. Two methods discussed in this training will include the methods listed below.

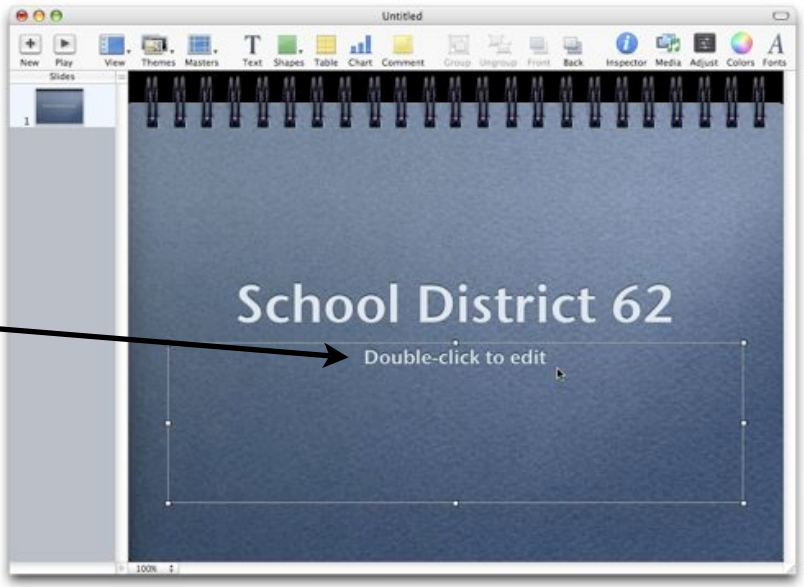
color sampler
Crayons



Font
Use this tool to select a font and its attributes such as **Typeface** and **Size**.

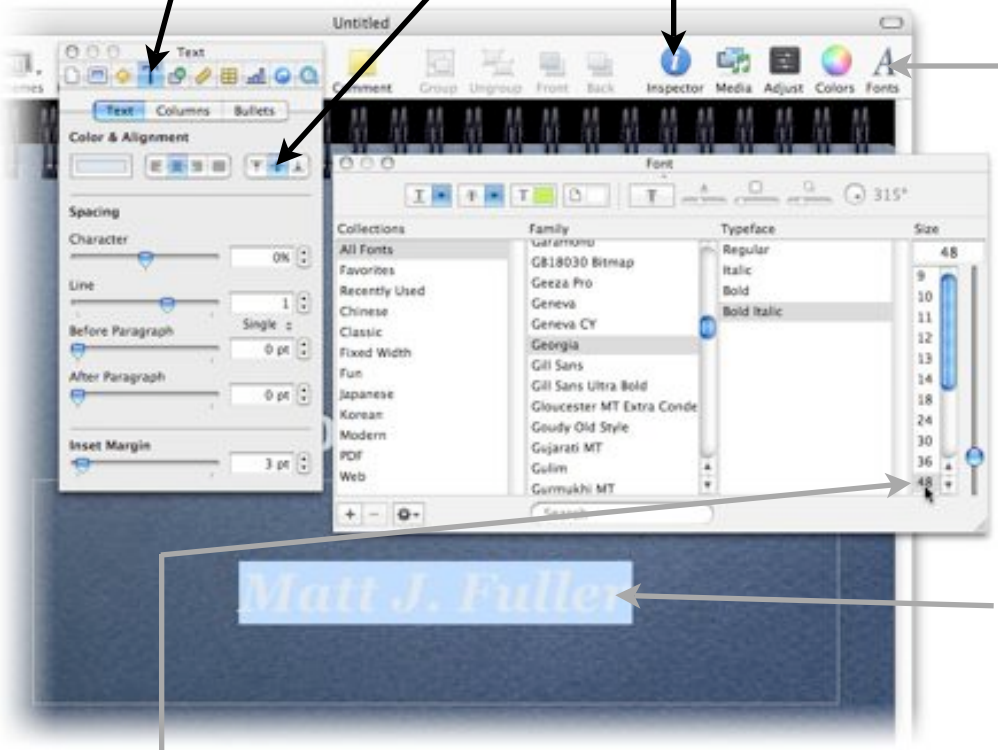
Work with Text

By default, *Keynote* presents a **Title** slide design.
For this example, we will use this layout.



1. Double-click a text field to add or edit text.

2. To change text attributes (such as alignment):
   Click **Inspector**.
   Click **Text** Inspector.
   Change text attributes.



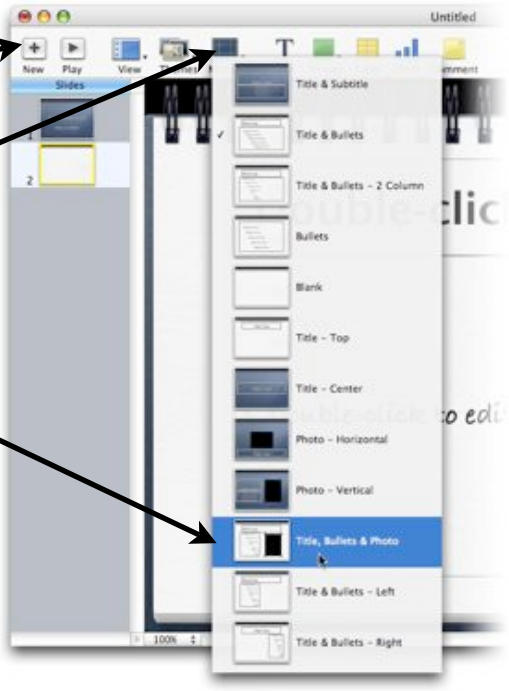
3. To change a font or font size:

Select the text you wish to change (highlight it).

Click the **Fonts** tool.

Change the font and/or size.

Add a Slide with a Photo Layout



1. Click the **New** button.
2. Select a **Master slide layout** from the **Masters** tool menu that includes a **Photo**.
3. Click the **Media** tool and click the **Photos** tab.

Select a photo and drag it into the photo area.

Notice that it shows up behind the slide layout (this is called a “mask”).

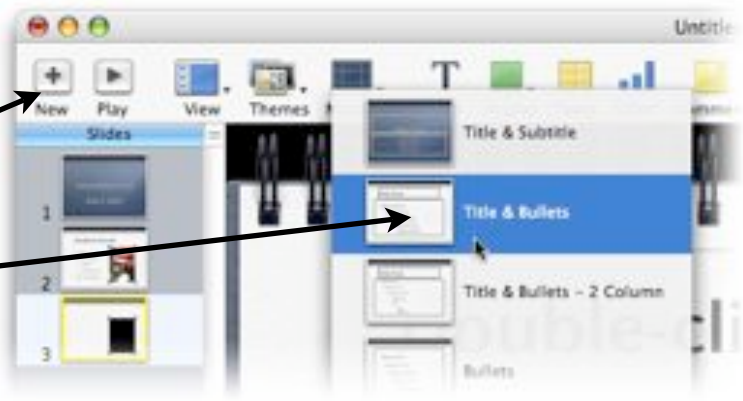
You may still resize the photo using the resize handles.
Notice that resized graphics in *Keynote* do not distort

You may also drag an image file on the Desktop or in a folder into *Keynote*.

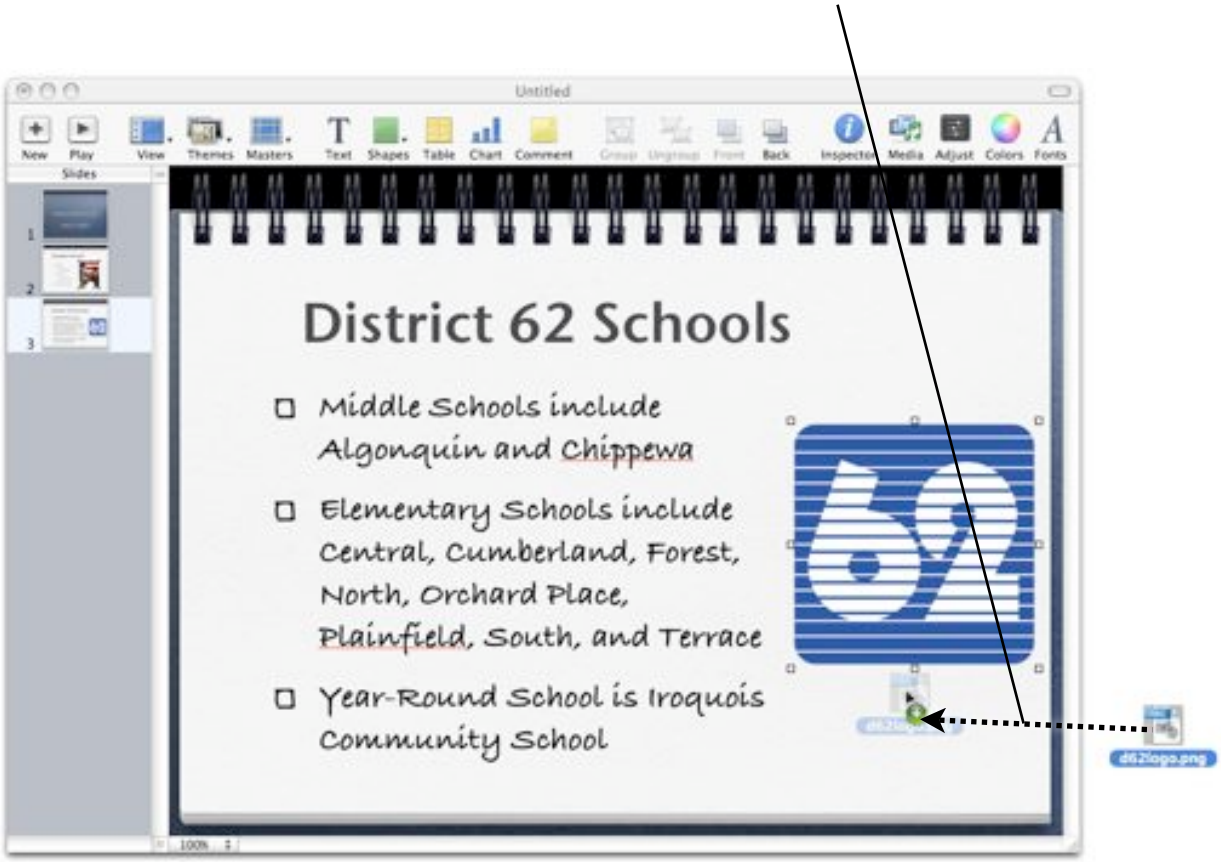
Add an Image to a Slide

You may add an image to any slide, not just slides with a **Photo** layout.

1. Click the **New** button.
2. Select a new **Master slide layout** from the **Masters** tool menu.



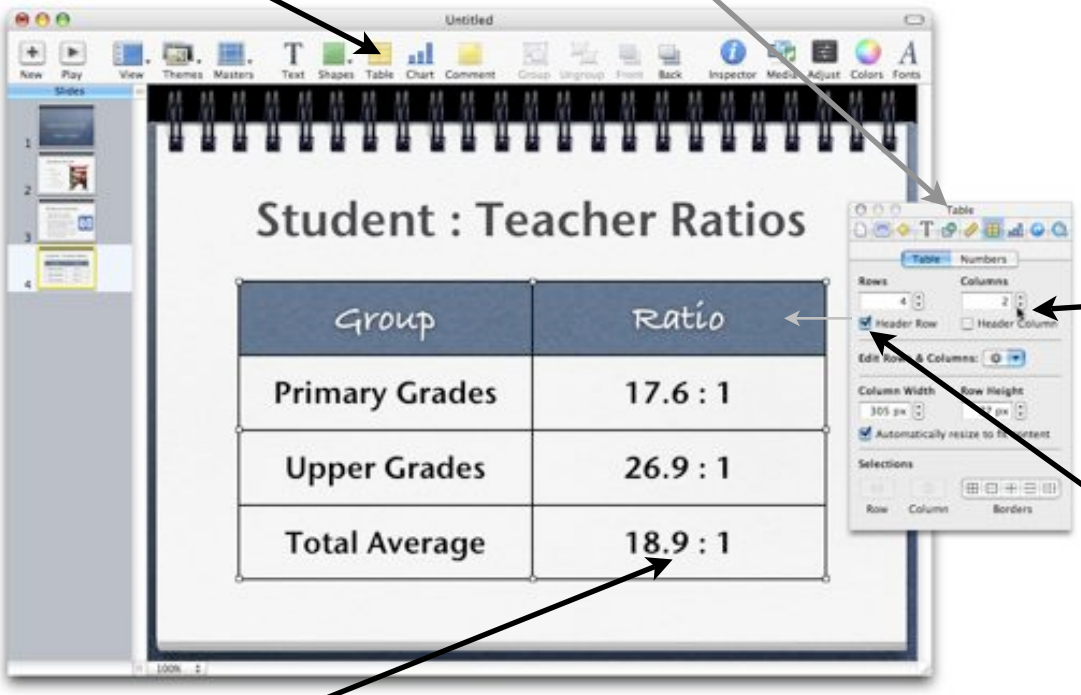
3. Locate a photo or other image on your computer either using the **Media** tool or stored anywhere on the Macintosh HD, such as the Desktop. Drag the file into *Keynote*.


Untitled
District 62 Schools
Middle Schools include Algonquin and Chippewa
Elementary Schools include Central, Cumberland, Forest, North, Orchard Place, Plainfield, South, and Terrace
Year-Round School is Iroquois Community School
d62logo.png

Add a Table

1. Create a new slide or select an existing slide. Select a **Master** slide with space for a table, such as **Title - Top**.

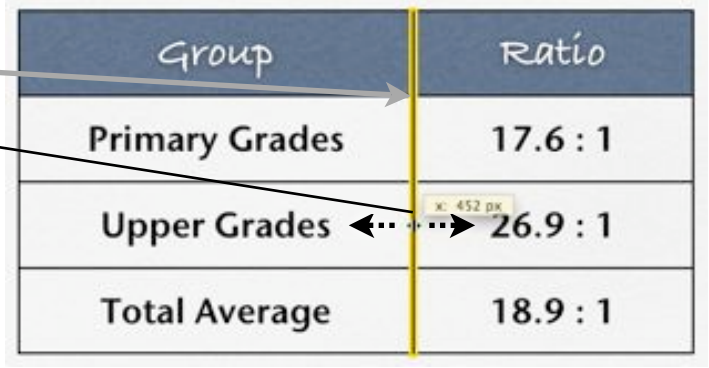
2. Click the **Table** tool. Notice that the **Table Inspector** opens automatically.

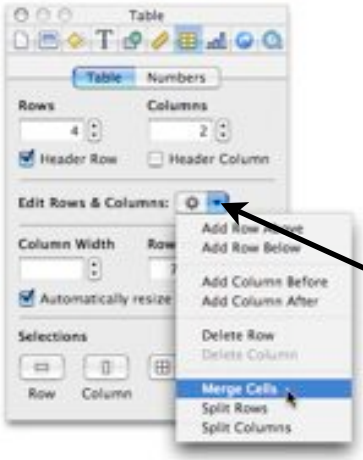


3. Change the table attributes in the **Table Inspector** to fit your needs. Click the header row checkbox if necessary.

4. Click a cell and type text or drag graphics into the cells of the table.

5. To change column height and width, click a cell border to select it and drag to resize rows or columns.



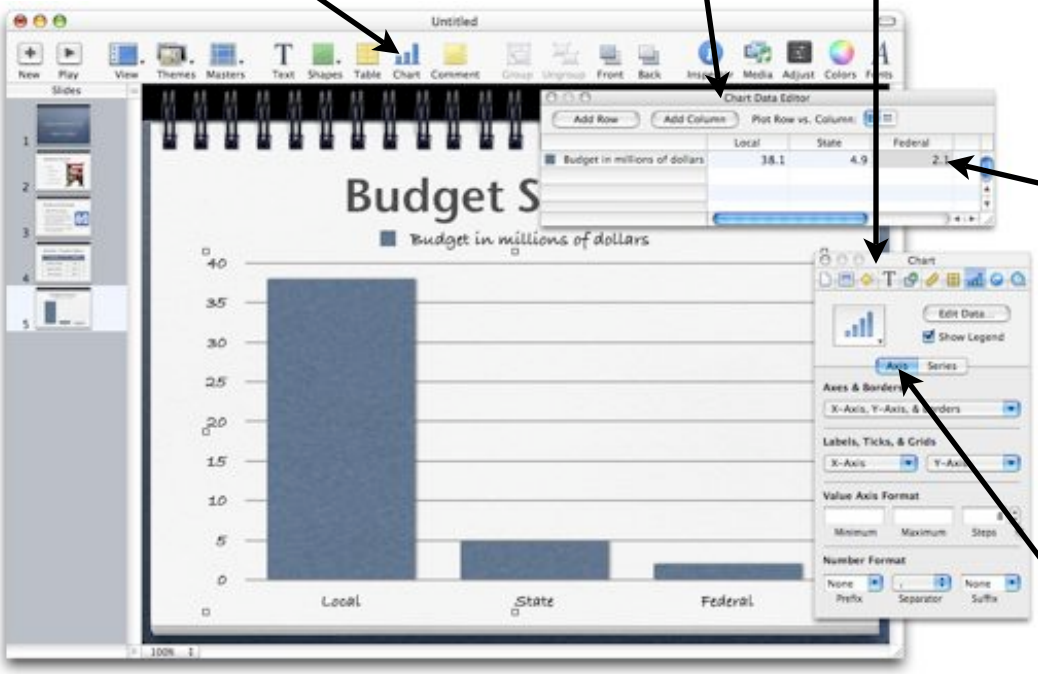


NOTE
To merge cells or add or delete rows or columns, use the **contextual menu** in the **Table Inspector.**

Add a Chart

1. Create a new slide or select an existing slide. Select a **Master** slide with space for a chart, such as **Title - Top**.

2. Click the **Chart** tool. Notice that the **Chart Data Editor** and the **Chart Inspector** open automatically.

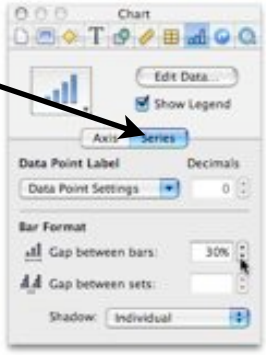


3. Edit the data in the **Chart Data Editor** by clicking a cell and typing.

NOTE
You may also paste data from *Excel*.

4. In the **Chart Inspector,** edit the attributes under the **Axis** tab as necessary.

5. In the **Chart Inspector**, edit the attributes under the **Series tab** as necessary.

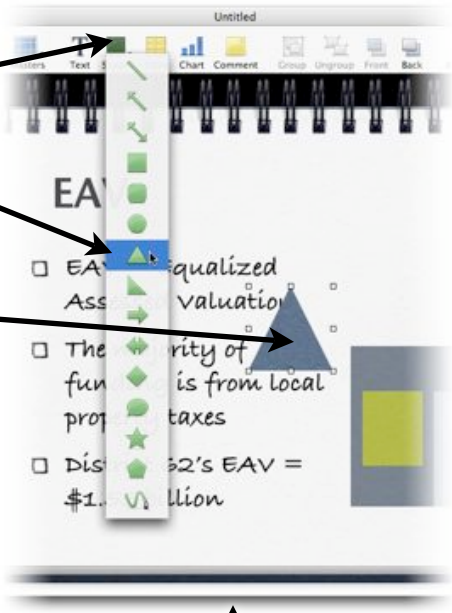


6. Using other features in the **Inspector,** you may edit other attributes of the chart. For example, this is the same chart using a **3D chart type**.

Add Additional Objects

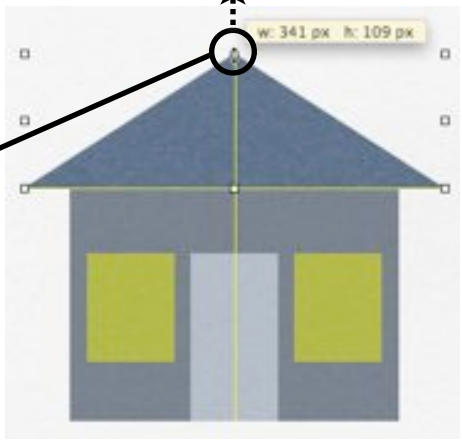
1. On any slide, to add a shape, click the **Shapes** tool and select a shape from the poop-up menu.

   Notice that the shape appears in the middle of the slide.



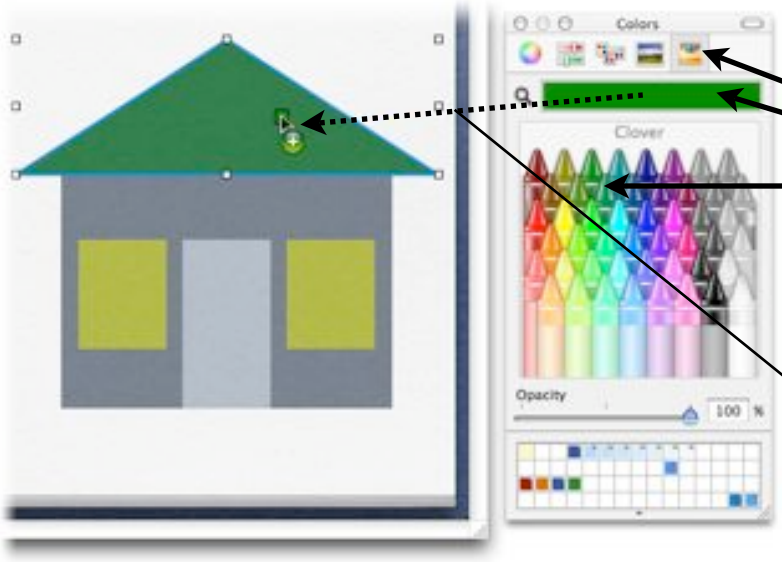
2. Click on the shape (anywhere) and drag it to move it.

   Resize the shape by clicking one of the resize handles and dragging.



Change an Object's Color

Keynote allows you to change color using a drag-and-drop method that might be new to you.



1. Click the **Colors** tool.

2. Click the **Crayons** picker.

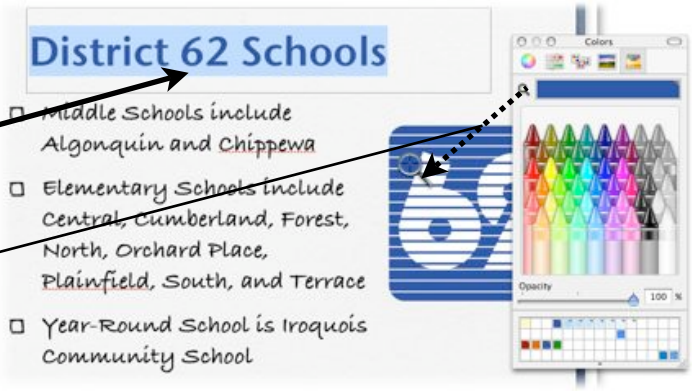
   Click to select a color.

   Your selected color will appear here.

3. Click in the selected color box and drag the color swatch to the object you wish to color.

Precisely Match a Color with the Colors Tool

The **Colors** tool allows you to exactly match a color that appears anywhere on the Mac OS X screen using the **magnifying glass color picker**. In this example, the exact color of the District 62 logo will be used as a text color.


District 62 Schools
Middle Schools include Algonquin and Chippewa
Elementary Schools include Central, Cumberland, Forest, North, Orchard Place, Plainfield, South, and Terrace
Year-Round School is Iroquois Community School
Colors
Opacity
100

1. On any slide, click the **Colors** tool.

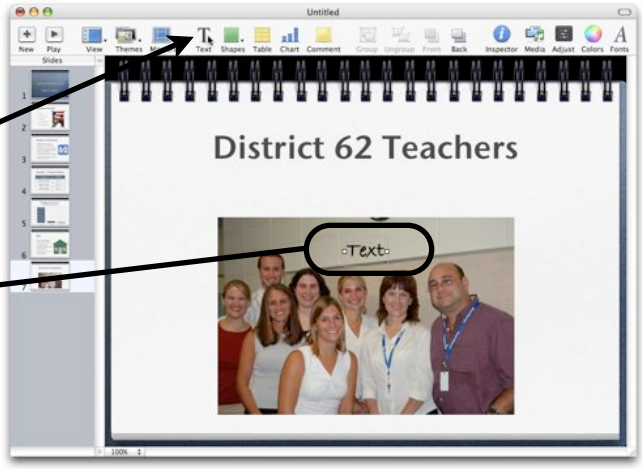
2. For this example, select some text for which you wish to change the color.

3. Click the magnifying glass and drag it over the color you wish to match.

4. Notice that the text color changes.

Add a New Text Box

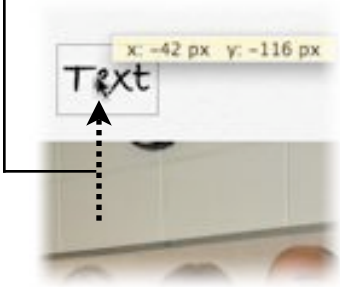
You are not limited to the text boxes built into the templates. You may add more.

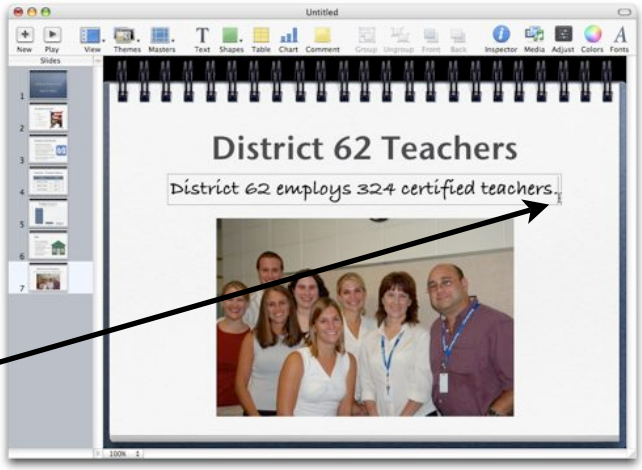


1. On any slide, to add a text box, click the **Text** tool.

   Notice that the text box appears in the middle of the slide.

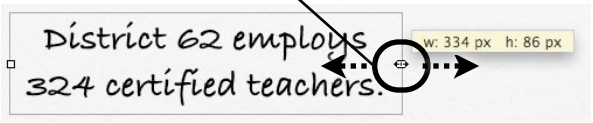
2. Click the text (click on the actual text in the text box) and drag to move the text box.



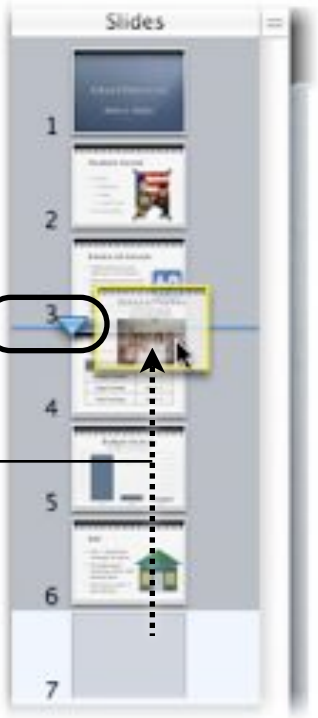


3. Highlight the text to select it and then type your new text.

4. Resize a text box by clicking one of the resize handles and dragging.



Reorder Slides



1. Click a slide icon in the **Slide Navigator** and drag it up or down.

2. Notice the triangle and line that appear between slide icons to show you where your slide will move.

3. Release the mouse button to reorder the slide.

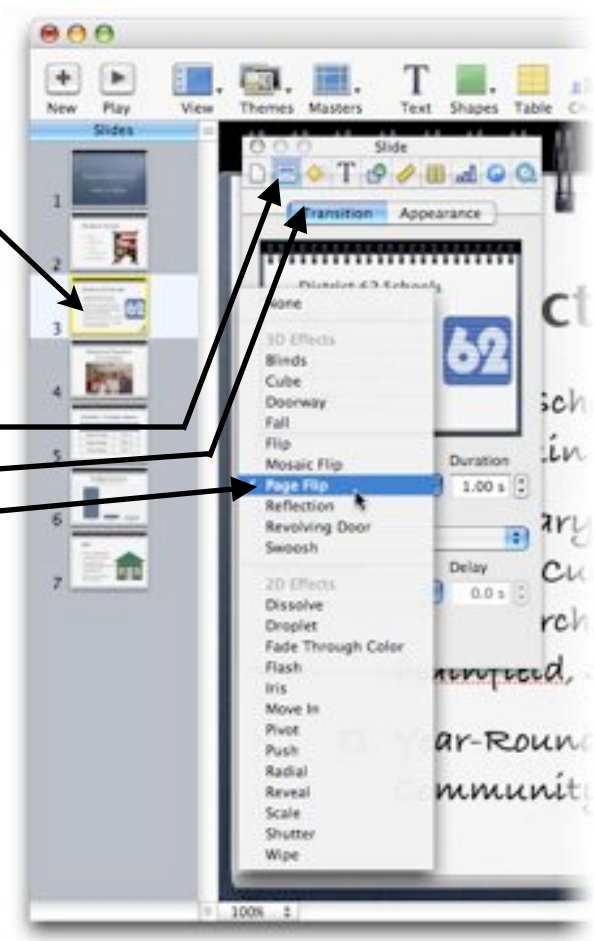
NOTE
Keynote has the ability to "indent" one or more slides into a group in the **Slide Navigator**. This is for organizational purposes only and will not affect the manner in which the slides are displayed in a presentation. To indent (or outdent) a slide in the **Slide Navigator,** click the slide's icon and drag the triangle that appears right or left.

Delete a Slide

1. Click the slide you wish to delete once in the **Slide Navigator** to select it.

2. Click the *delete* key on your keyboard.

Set Transitions Between Slides



1. Select a slide in the **Slide Navigator**.

   The transition you select will be from this slide to the next slide.

2. Click the **Inspector** and select the **Slide Inspector**.

3. Click the **Transition** tab and select a transition effect under the **Effect** pop-up menu.

4. You may select other **Slide Transition** attributes in the **Slide Inspector** such as **Direction** and **Duration** of the transition.

5. Select another slide and repeat steps 2–4.

NOTE

You may press the *shift* key while clicking multiple slide icons to select several slides at once. You may then select a transition and it will be applied to all selected slides at the same time.

Set Slide Builds

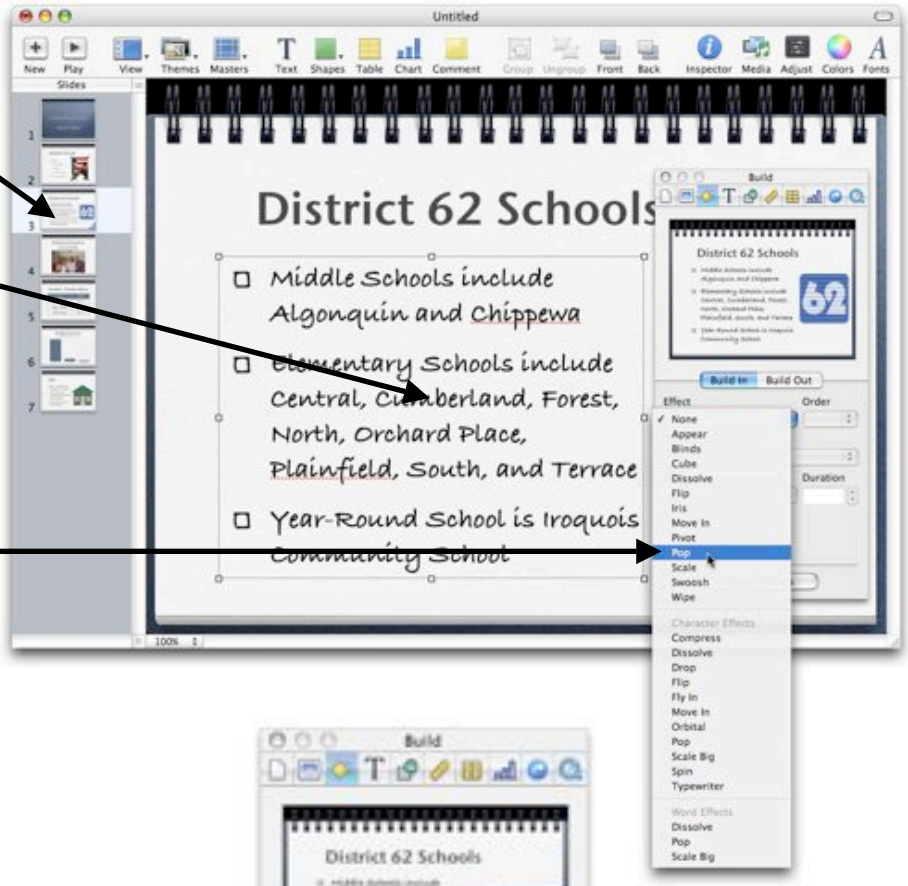
NOTE
A "build" is *Keynote's* term for both the order and animation that objects on an individual slide appear during a presentation. For example, experienced presenters will only reveal one bullet point of text at a time as they speak to an audience. Builds are not required for every object on a slide, only on those specific objects that you wish to reveal to your audience in a specific sequence.

1. Select the slide in the **Slide Navigator** for which you wish to set a build sequence.

2. Select the object on the slide for which you wish to set a build by clicking it one time.

   This example is a bulleted text box.

3. Select the **Effect** for the build from the **Effect** pop-up menu.



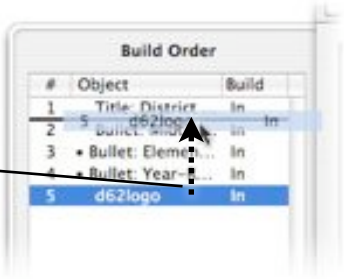
4. Select additional attributes for this build. For example, set the **Delivery** of a bullet list to **By Bullet**.

(continued...)

5. *Keynote* is capable of complex build sequences. To access these additional build options, click the **More Options** button.

   Notice that the **Build Order** drawer opens.

   You can cause builds to occur automatically by selecting the build in the list and then clicking the **Start Build** pop-up menu and selecting an option.



   You may reorder build elements in the **Build Order** drawer by clicking and dragging each element to a different position in the list.

6. To add more builds, select the next element on the slide for which you wish to set a build.

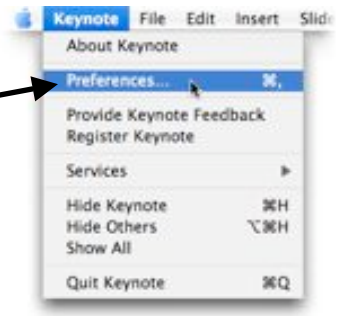
7. Repeat steps 2-6 until all objects you wish have builds.

8. Play the slide to test it by clicking the **Play** button.

   Press the *esc* key on the keyboard to leave presentation mode.

Play Your *Keynote* Presentation

Use *Keynote* to display your presentation on a Mac. To present to a group, connect your Mac to an LCD projector (or TV monitor).



1. Pull down the **Keynote** menu and select **Preferences...**

2. Click the **Slideshow** button and select **Scale slides up to fit display** box.

   Close the **Slideshow Preferences** window.

Slideshow Preferences
General
Rulers
Slideshow
Presenter Display
When Presenting:
Scale slides up to fit display
Exit presentation after last slide
Reduce Cube transitions to avoid clipping
Reduce Flip transitions to avoid clipping
Allow Exposé, Dashboard and others to use screen
Show pointer only on slides with hyperlinks or movies
Show pointer when the mouse moves
Present on primary display
Present on secondary display
Open Display Preferences...

3. Connect your Mac to an LCD projector (or TV monitor) if necessary.

4. Select **Slide 1** in your **Slide Navigator** by clicking it once.

5. Press the **Play** button.

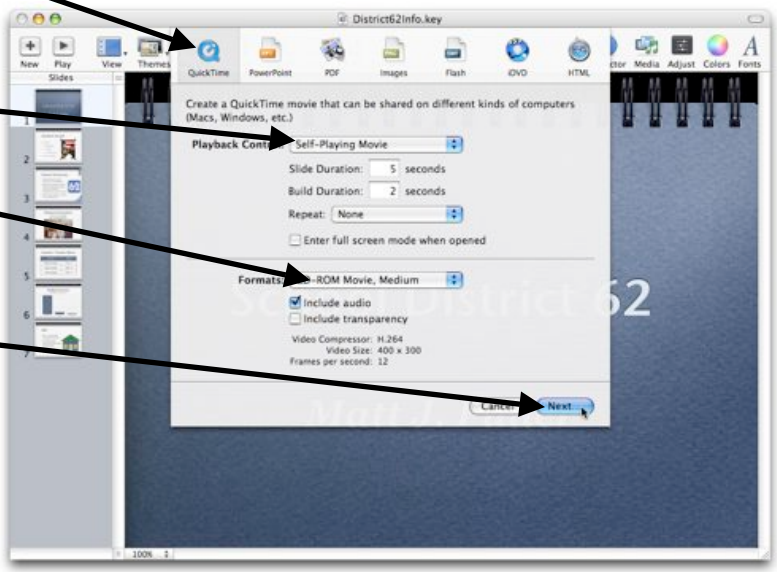
NOTE
Press the *esc* key on the keyboard to leave presentation mode.

Export your *Keynote* file to QuickTime

Pros	Cons
• file plays as a presentation (interactive or self-playing) • transitions and builds look excellent • plays on Mac or Windows (QuickTime must be installed on Windows) • can post on web	• users cannot edit presentation • users cannot print presentation

1. Pull down the **File** menu and select **Export...**
2. Click QuickTime.
3. Set the **Playback Control** for either **Interactive Slideshow** or **Self-Playing Movie**
4. Select a **Format** (size) for your QuickTime movie.

   Click **Next...**
5. Name the QuickTime movie and click **Export**.



Export Your *Keynote* File to *PowerPoint*

Pros	Cons
• file plays as a presentation (interactive or self-playing) • users can print presentation • viewer can edit most elements of presentation • can share with users on Mac or Windows who have *PowerPoint*	• charts are converted to graphics and become uneditable • some graphics lose quality • transitions are retained, but not with exact matches

1. Pull down the **File** menu and select **Export...**
2. Select *PowerPoint*

   Click **Next...**
3. Type a name for your *PowerPoint* file and click **Export**.

Export your *Keynote* File to PDF

Pros	Cons
• can share with users on Mac or Windows • users can print document • screen and print quality are excellent • can post on web	• no transitions are retained • only users with PDF editors can edit (e.g. Adobe Acrobat)

1. Pull down the **File** menu and select **Export...**

2. Select PDF

   Click **Next...**

3. Type a name for your PDF file and click **Export**.

Dual Display Presentation Mode

NOTES

- This feature allows a speaker's computer to display a complete slide and speaker notes while the projected image displays a slide build-by-build. Thus, the speaker has all information while the audience only sees the presentation.
- This feature is optional. Keynote also works in the conventional mode where the computer's screen "mirrors" the projector screen.
- **TEST AND UNDERSTAND THIS FEATURE BEFORE YOU USE IT WITH AN AUDIENCE.**

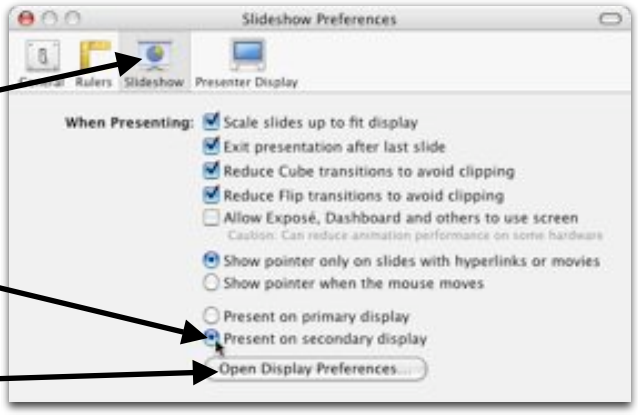
1. Connect an LCD projector to your Mac.

1. Pull down the **Keynote** menu and select **Preferences...**

2. Click the **Slideshow** button.

   Click the **Present on secondary display** button.

   Click **Open Display Preferences...**


Slideshow Preferences
Rulers
Slideshow
Presenter Display
When Presenting:
Scale slides up to fit display
Exit presentation after last slide
Reduce Cube transitions to avoid clipping
Reduce Flip transitions to avoid clipping
Allow Exposé, Dashboard and others to use screen
Show pointer only on slides with hyperlinks or movies
Show pointer when the mouse moves
Present on primary display
Present on secondary display
Open Display Preferences...

3. Notice that the Display Preferences of System Preferences opens. When an LCD projector is connected to a Mac, 2 Displays windows are shown. One window represents your computer screen, the other represents the projector screen.

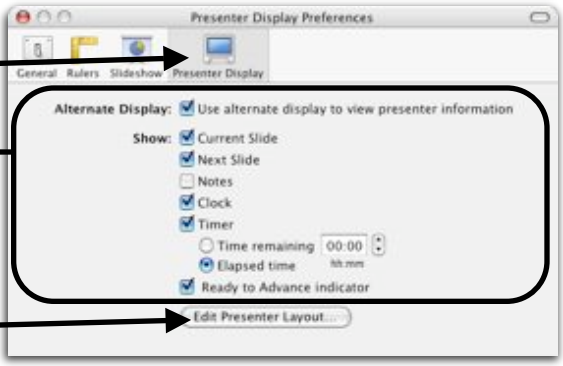
   The projector screen will display the model name of the projector (i.e. VPL-CX21)

4. Normally, a projector and a computer's display are mirrored so they both show the same image. In this case, click the Arrangement tab and uncheck **Mirror Displays**.

NOTE
Notice that your mouse now "spans" the 2 displays as though they are one continuous display.

5. Close the System Preferences window.

6. In the Keynote Preferences window, click **Presenter Display**.

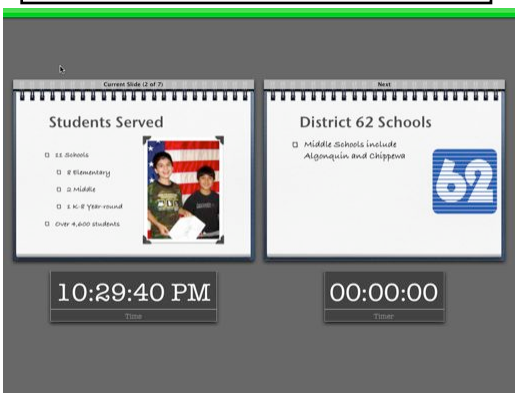


   Select the items you wish to see while presenting.

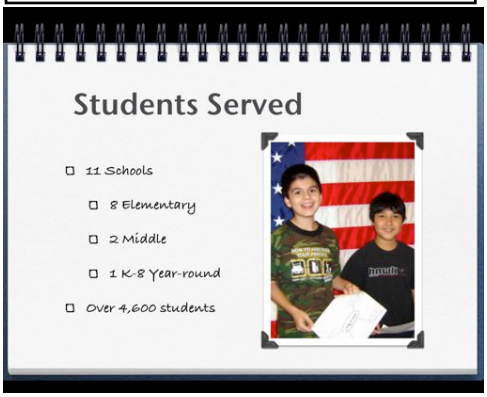
   You may also choose to **Edit Presenter Layout...**

7. Click **Play**.

YOU WILL SEE THIS...



YOUR AUDIENCE WILL SEE THIS...



NOTE
Press the *esc* key on the keyboard to leave presentation mode.

Additional *Keynote* Resources

If you wish to learn some of *Keynote's* more advanced features, there is no substitute for spending time working with *Keynote* and trying out its features on your own.

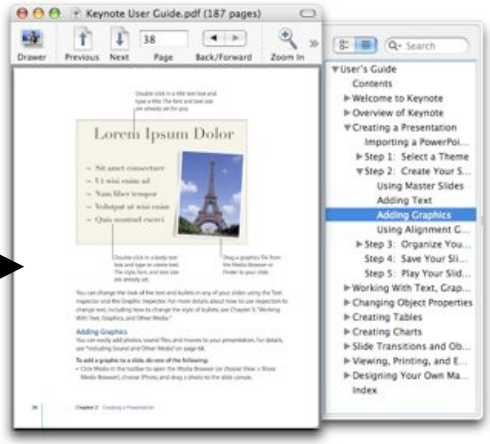
However, if you need to consult another source to help you solve a problem or learn the function of a specific tool, there are several free resources available to you in *Keynote* and online.

1. Use *Keynote* Help. In *Keynote,* pull down the **Help** menu and select **Keynote Help**.

2. *Keynote* has a 187-page manual (User Guide) available.

   In *Keynote*, pull down the **Help** menu and select **Keynote User Guide**.

   This will open a PDF file of the guide.



3. Apple has an extensive **Keynote Support** website that lists support topics, provides additional documentation, offers tips, and even allows you to have online discussions with other *Keynote* users in the **iWork Community Discussions** section. Visit the site at www.apple.com/support/keynote

Finally, be sure to check www.d62.org/technology and click **Professional Development** for additional guides on *Keynote* and other technology training materials for District 62.